

## APPENDIX B

### EXAMPLES OF PUBLISHED/POSTED HEARING NOTICES, AND CERTIFICATE OF POSTING, AND MINUTES

#### 1. PUBLISHED NOTICES

##### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING NOTICE

APPLICANT - CITY, TOWN, COUNTY, AOG<sup>1</sup> will hold a public hearing to consider potential projects for which funding may be applied under the CDBG Small Cities Program for Program Year 20\_\_\_. Suggestions for potential projects will be solicited, both verbally and in writing, from all interested parties. The expected amount of CDBG funds for this program year will be discussed along with the range of projects eligible under this program and a review of previously funded projects. The hearings will begin at TIME P.M. on DATE and will be held at LOCATION AND COMPLETE ADDRESS. Further information can be obtained by contacting APPLICANT POINT OF CONTACT at PHONE. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify APPLICANT POINT OF CONTACT at LOCATION AND COMPLETE ADDRESS at least three days prior to the hearing to be attended.

Published in NEWSPAPER on DATE OR

Posted 1. DATE 2. DATE 3. DATE

##### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SECOND PUBLIC HEARING NOTICE

APPLICANT - CITY, TOWN, COUNTY, AOG will hold a public hearing to discuss the project determined to be applied for in the CDBG Small Cities Program in Program Year 20\_\_\_. PROJECT - INCLUDE SPECIFICS IF APPROPRIATE (I.E. LOCATION.) Comments will be solicited on project scope, implementation, and its effects on residents. The hearings will begin at TIME P.M. on DATE and will be held at LOCATION AND COMPLETE ADDRESS. Further information can be obtained by contacting APPLICANT POINT OF CONTACT at PHONE. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify APPLICANT POINT OF CONTACT at LOCATION AND COMPLETE ADDRESS at least three days prior to the hearing to be attended.

Published in NEWSPAPER on DATE OR

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<sup>1</sup>Public hearings must be held by one of these entities. Other entities wishing to apply must have one of these eligible applicants sponsor their application and hold a public meeting.

## 2. POSTING and CERTIFICATE OF POSTING

Postings may only be done in lieu of published notices if the entity does not have a local paper of circulation. The postings must use the same wording as the published notices and must be included with the application. The statement below or a similar statement must accompany the application

### CERTIFICATE OF POSTING

I, THE DULY APPOINTED AND ACTING CLERK FOR THE TOWN OF NAME  
HEREBY CERTIFY THAT COPIES OF THE FOREGOING NOTICE WERE POSTED AT  
THREE PUBLIC PLACES WITHIN THE MUNICIPALITY THIS DAY of MONTH,  
20YEAR, WHICH PUBLIC PLACES ARE:

- 1.
- 2.
- 3.

DATED THIS DAY of MONTH, 20YEAR.

SIGNED CLERK

## ***SAMPLE TEMPLATES FOR THE MINUTES OF THE CDBG PUBLIC HEARINGS***

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### **FIRST HEARING**

#### **MINUTES OF (Name of Municipality) COUNCIL MEETING** **MEETING HELD (Location, Date and Time)**

The (Name of Municipality and Jurisdiction) meeting convened in regular session on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names) \_\_\_\_\_,  
(Other public or elected officials or employees) \_\_\_\_\_,  
(Public in attendance, including those attending for the CDBG Public Hearing)

City Recorder: \_\_\_\_\_ (include name of city recorder),

City Clerk: \_\_\_\_\_ (include name of city clerk),

City Attorney: \_\_\_\_\_ (include name of city attorney),

#### **COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:**

Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_, opened the public hearing for the CDBG program and stated that this hearing is being called to consider potential projects for which funding may be applied under the (Grant Year) Community Development Block Grant Program. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The (Name of Region) in which (Name of Municipality) is a member, is expecting to receive approximately (Amount AOG representative indicated region could expect to receive) in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Guide and interested persons can review it at any time. Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_ read several of the eligible activities listed including, (Examples such as: Construction of public works and facilities, ie: water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters.) Also eligible are loan programs for private businesses which would then hire low income persons and the program can also pay for housing rehabilitation for low income homeowners or for persons owning rental housing for lower income persons). Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_ indicated that in the past (Name of Municipality) has received (Indicate number of grants and what they accomplished). The city has handed out its capital investment plan as part of the regional “**Consolidated Plan**”. **This list shows which projects the city has identified as being needed in the community.** It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing. Mr./Mrs. \_\_\_\_\_ (Name)

asked if (Suggestion). Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_ responded to suggestion by stating that (Response).

Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_, then opened the meeting up to further suggestions from the audience. Mr./Mrs. \_\_\_\_\_ (Name) \_\_\_\_\_, said that (Suggestion). Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_, (Response). Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_ then asked if there were any other suggestions? The hearing was adjourned at (Time).

## **SECOND HEARING**

### **MINUTES OF (Name of Municipality) COUNCIL MEETING** **MEETING HELD (Location, Date and Time)**

The (Name of Municipality and Jurisdiction) meeting convened in regular session on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names) \_\_\_\_\_,  
(Other public or elected officials or employees) \_\_\_\_\_,  
(Public in attendance, including those attending for the CDBG Public Hearing)

City Recorder: \_\_\_\_\_ (include name of city recorder) \_\_\_\_\_,

City Clerk: \_\_\_\_\_ (include name of city clerk) \_\_\_\_\_,

City Attorney: \_\_\_\_\_ (include name of city attorney) \_\_\_\_\_,

### **COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:**

Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_ opened the second public hearing for the CDBG program. Mayor/Commissioner \_\_\_\_\_ (Name) \_\_\_\_\_ stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the (Grant Year) Community Development Block Grant Program. The city/county has amended its capital investment plan and decided to apply for funds on behalf of the (Project and Location). The Mayor/Commissioner introduced \_\_\_\_\_ (Project Manager) \_\_\_\_\_ from the \_\_\_\_\_ (Project) \_\_\_\_\_. The Mayor/Commissioner explained that the application was successful in the regional rating and ranking process and (Name of Project and Grant Award Amount). The Mayor/Commissioner explained the project to those in attendance. The Mayor/Commissioner then asked for any comments, questions and concerns from the audience. The only question came from Mr./Mrs. (Name) \_\_\_\_\_, who wanted to know (Question) \_\_\_\_\_. The Mayor/Commissioner indicated that (Response to Question) \_\_\_\_\_. The Mayor/Commissioner stated that copies of the capital investment plan are available if anyone would like a copy. There were no more comments and the hearing was adjourned at (Time).